



DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKER – MAIL OPERATIONS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Wethersfield

Hours: 40 Hours weekly. Monday - Friday schedule. Temporary position ending September 4, 2014.

Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).

Closing Date: Applications and cover letters must be received by 12 noon on June 3, 2014

Job Duties: This summer worker position is located in DMV's Mail Operations Unit which responsible for processing a high volume of daily mail which consists of new and used registrations that must be examined and entered into the system, registration renewals, refunds, requests for duplicate registrations and vessel registrations.

Knowledge, Skills and Abilities: The candidate must have excellent written and oral communication skills. Candidate must have a strong work ethic and attention to detail as well as data entry skills and extensive knowledge of Excel and Word computer programs.

Note: The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a cover letter regarding their interest in the position and a State Application form CT-HR-12, indicating **Summer Worker – Mail Operations. Under Section 10 of the HR-12 application candidates must indicate they are willing to work in the Wethersfield location to be considered.** Applications can be downloaded from the internet at <http://das.ct.gov/employment> . Send application for employment to:

DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161

Please note: Due to the large number of expected applicants we cannot confirm receipt of application material. Incomplete or late application packages will not be considered. Depending on number of responses, all qualified candidates may not be interviewed.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.